

Special Event Sign Permit Application

Any applicant wishing to erect signage for a special event must complete the following form. Pursuant to Sec. 26-270, Permit Fees, a deposit according to the following scale shall be submitted at the time a permit is issued. The fee is refundable only upon submittal of an affidavit that all signs associated with the event have been removed. **Such affidavit must be submitted, in person, within seven (7) days of the conclusion of the event, or the deposit shall be forfeited.** It is the responsibility of the applicant to contact the City for the appropriate affidavit and have it signed and dated within the allotted time frame to receive the refund.

Total Number of Signs Erected	Deposit
0-10	\$100
10-50	\$250
50-100	\$400
100-200	\$750
200+	\$900

Please note, the following signs are prohibited in Dunwoody:

- Animated Signs
- Balloons, streamers, air or gas filled figures, except in single-family residences and fee simple multi-family residences for non-commercial use

If you have questions, please contact the Community Development Department at (678) 382-6800.

PLEASE NOTE: SIGNS FOR YOUR EVENT ARE ALLOWED TO BE DISPLAYED ONE (1) WEEK BEFORE THE EVENT

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Special Event	Event Name:				
	Event Date(include start and end dates):				
	Contact Name:				
	Contact Address:				
	Phone:			Email:	
Sign Description	Location Address	Start/End Date* <small>*for signs</small>	Material	Size (sf)	Quantity
<i>Use additional sheets for sign descriptions as necessary. Include the same information as requested above.</i>				Total	
Property Owner/Agents' permission to install and maintain signs? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Sign Contractor	Will contractor install sign? <input type="checkbox"/> Yes <input type="checkbox"/> No		Occupational Tax Certificate #:		
	Company Name:				
	Contact Name:				
	Address:				
	Phone:		Fax:		Email:
Signature	<i>I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Dunwoody Zoning and Sign Ordinance and/or the provisions regarding Special Events, including the forfeiture of the sign deposit if an accurate affidavit is not submitted within seven (7) days of the conclusion of the event. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by the sign(s) or sign structure(s).</i>				
	Applicant's Name:				
	Applicant's Signature:				Date:
Staff	Staff Only				
	Received by:		Decision:		Date:
	Permit Number:			Permit Issued Date:	